



AIR FORCE

SINGLE ACQUISITION MANAGEMENT PLAN

GUIDE

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SUMMARY OF REVISIONS

This document incorporates changes in the SAMP coordination and approval process.

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SINGLE ACQUISITION MANAGEMENT PLAN (SAMP) GUIDELINES

1.0 REQUIREMENT:

1.1 Applicability. A SAMP is required for Acquisition Category (ACAT) I, ACAT IA, and ACAT II acquisition programs and is optional for all other programs. For ACAT III programs within the Program Executive Officer/Designated Acquisition Commander (PEO/DAC) acquisition plan approval thresholds in AFFARS 5307.104-90, the Single Manager (SM) (a.k.a. the Program Manager) and PEO/DAC will determine whether to prepare a SAMP in lieu of any other required program documentation. See paragraph 5.2 for ACAT III SAMPs exceeding the PEO/DAC acquisition plan thresholds.

1.2 Timing. A SAMP or amendment will be prepared as the result of either of two events: 1) as the result of Acquisition Strategy Panel direction for the initiation of a new program (AFFARS 5307.104-91); or 2) a major change in acquisition (AFFARS 5307.104-90(d)) or program management strategy, to include changes to scope, dollar value, or contract type. The Milestone Decision Authority (MDA), Defense Acquisition Executive (DAE), Air Force Acquisition Executive (AFAE), PEO, or DAC may request a SAMP be prepared or updated when deemed appropriate.

1.3 Compliance Documents. DoDD 5000.1, The Defense Acquisition System, DODI 5000.2 Operation of the Defense Acquisition System, DOD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Programs, (http://www.safaq.hq.af.mil/acq_pol/dod5000/final/) and Federal Acquisition Regulation Part 7, as supplemented, shall be used to develop the appropriate content for the SAMP. This guide presents key points helpful in the preparation and coordination process for SAMPS. It is not intended to replace or supersede regulatory or statutory requirements found in other documents.

2.0 SAMP PURPOSE: The SAMP serves three purposes.

a. First, it meets the Federal Acquisition Regulation (FAR) requirements for Acquisition Planning and for a written document (FAR 7.105, as supplemented).

b. Second, it describes a specific program's overall acquisition and program management strategy, as well as the life cycle sustainment support strategy. As the program matures, the program strategy will continue to evolve. Updates to the SAMP will document these changes. This overall program strategy provides the management framework to support a program decision (milestone review, contract award, etc.) by senior acquisition officials. Since the SAMP describes the overall program strategy, the program office should consider providing a copy of the approved SAMP, with any appropriate funding deletions, to industry at the earliest opportunity.

c. Third, the SAMP provides a vehicle to identify and request the required statutory and regulatory approvals for implementation of the program strategy. The MDA or AFAE is the

approval authority for many of these requests. As a matter of convenience, the SAMP can include these requests at the discretion of the Single Manager. These requests can either be incorporated within the SAMP or as stand-alone attachments. An updated SAMP is not required if the SM becomes aware of the need for additional approvals after the original SAMP has been approved. The request for these additional approvals should be processed in accordance with existing procedures.

3.0 SAMP CONCEPT:

a. The SAMP is a concise document that identifies relevant issues and recommends an acquisition and management approach, as well as a support strategy that serves as the roadmap for life cycle sustainment, tailored to the specific needs of a program. The most effective approach to developing a SAMP is through the use of Integrated Product Teams (IPTs). This team must include the Air Force Secretariat and, for ACAT ID and IA programs, OSD participation. Because all the program stakeholders participate in the development of the SAMP, it represents a corporate USAF or Department of Defense position on how to best execute and manage a specific program.

b. SMs shall develop a single program SAMP for each new program. (Single program SAMPs are also preferred for existing programs unless it is more practicable to continue preparing separate SAMPs for distinct, individual portions of a program.) When a single program SAMP is prepared, SMs should consider developing annexes for separate programmatic or acquisition issues requiring coordination and approval, or to address aspects of the program envisioned in the original SAMP. As an example, this approach could be used to develop a program-level SAMP covering the broad management aspect of a weapon system (e.g., the F-16), with annexes covering individual programs that comprise the weapon system (e.g. avionics, landing gear, etc.), each serving as its own stand-alone management approach.

c. If a significant change (in terms of scope, dollar, contract type, etc.) requiring SAF/AQ or higher approval occurs to a program, the SM shall prepare and submit an amended SAMP (or amended SAMP annex) as described in Paragraph 5.0 with a statement summarizing the changes. The amendment should reflect the current status of the action(s) described, and all changes shall be identified by a vertical bar in the right margin. Refer to paragraph 7.2 for delegation procedures for some SAMP changes.

d. SAMPs should be written at a strategic level. This is why Air Force Secretariat and OSD participation are critical -- both are charged with providing strategic guidance for the acquisition community. A SAMP written at a strategic level also provides an additional benefit by decentralizing program execution authority to the SM and PEO/DAC. (See AFRD 63-1 at <http://afpubs.hq.af.mil/pubfiles/af/63/afpd63-1/afpd63-1.pdf>) In short, the SAMP provides the vehicle by which the Air Force Secretariat and OSD can provide strategic program guidance, while still leaving the specific implementation of the strategy to the SM and PEO/DAC.

e. Finally, the discussion in the SAMP is limited to only the information required to adequately describe the overall strategy and support the requested decision. With few exceptions, the information required to meet statutory requirements can easily be incorporated into the SAMP. To the extent possible, attachments should be minimized unless needed to

support the program or acquisition strategy (DOD 5000.2-R, para 2-1). Attachments (such as Test and Evaluation Master Plans) often flow through unique coordination and approval chains, which may delay the approval of the SAMP.

4.0 SAMP DEVELOPMENT PROCESS

4.1 Integrated Product Teams. The SAMP results from the collaborative efforts of a multifunctional team. In many respects, the process used to develop the SAMP is as important as the document itself. All stakeholders must be active participants in this process. In the case of ACAT ID and ACAT IAM programs, a SAMP IPT is formed as one of the Working-level IPTs (WIPTs) that collectively comprise the Integrating IPT (DODD 5000.2-R, para 7.6.3). The oversight and review structure as defined in OSD's Rules of the Road, A Guide for Leading Successful Integrated Product Teams, (<http://www.acq.osd.mil/sa/asm/product.html>) also applies to the SAMP IPT (See Figure 1).

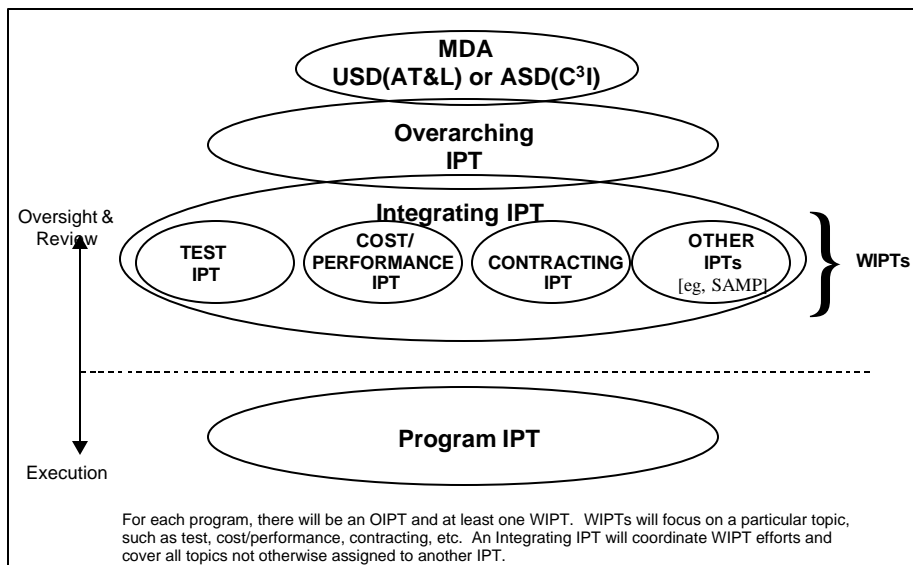


Figure 1. DoD IPT Operational Structure

a. All staffing and coordination will be accomplished through the SAMP IPT. The Integrating IPT (IIPT) and Overarching IPT (OIPT) both provide a forum to review the SAMP and deliberate any remaining issues prior to forwarding the SAMP to the MDA for approval.

b. The SAMP IPT, led by the Single Manager or another designated leader, will develop a proposed management and acquisition strategy early in the program (see Figure 2). This strategy forms the basis of the SAMP. The questions and statements in section 8.0 provide an idea of the types of information that should be considered by the team and included within the SAMP. Several iterations of the draft will likely be required within the SAMP IPT before all

stakeholders are satisfied with its content. This process could take several months, based on program complexity and the number of stakeholders involved. It is important to record the activities, issues, agreements and comments as well as the disposition of issues and comments in order to avoid revisiting them later in the development and approval process. This record can take the form of detailed meeting minutes or an IPT journal.

c. As a result of the collaborative effort of the SAMP IPT, the final version of the SAMP will have the appropriate level of detail and emphasis. Accordingly, the MDA's expectation will be that all relevant issues have been discussed and any alternative acquisition and program management strategies explored during the SAMP preparation process. The final version of the SAMP should focus on the best alternative for the program.

4.2 SAMP IPT Members. The Single Manager (or designee) leads the SAMP IPT. As a minimum, the following functional areas should be represented on the IPT: Comptroller, Contracting, Engineering (to include an Environmental, Safety, and Occupational Health (ESOH) representative), Intelligence, Judge Advocate, Logistics, Security Police (to address the Program Protection Plan) and the cognizant test organization. In addition, a representative from the primary using MAJCOM is also a critical participant and, depending on the context of the acquisition, SMs should consider adding a representative from the small business office. In most cases, the local representatives from these functional areas will be adequate to start the process.

4.3 Stakeholders.

a. Each of the program's stakeholders must be involved in the SAMP preparation process. This includes representation from all staff levels (HQ AFMC, Secretariat, Air Staff, AFOTEC and OSD) as well as the local Center staff. In addition, representation from other participating service agencies should be involved for joint programs. Single Managers should contact the cognizant Program Element Monitor to identify which agencies from Headquarters Air Force, OSD and AFOTEC should participate. Representatives from these organizations should be identified according to the appropriate ACAT level of the program. Additionally, since industry also plays to a great extent an equally important role in managing and executing program requirements, SMs may find it beneficial to engage them in the SAMP development process. Early and continuous involvement with industry has proven to enhance a cooperative relationship and maximize the opportunity for a successful program. AFFARS 5315.201 provides guidelines SMs should consider when engaging industry in the planning process.

b. The nature of the stakeholders' involvement in the SAMP process depends primarily on the size and complexity of the program. Not all stakeholders need to be involved from the very start. However, the SM should bring them into the process as soon as necessary. As a general rule, it is better to "overinvite" people than to "underinvite" them. If invited, functional areas and agencies that do not have a strong interest in the program will usually decline to participate. On the other hand, failure to invite a functional or agency with an interest may result in redoing much of the effort to address their concerns. The real key to success is getting the right people involved early in the process.

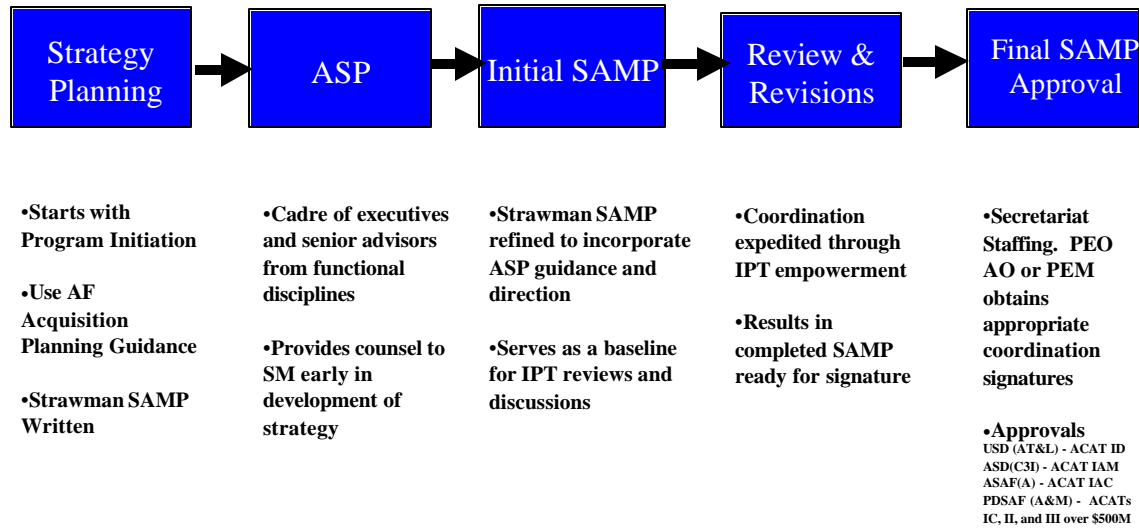


Figure 2. SAMP Development Process

5.0 AIR FORCE SAMP PROCESSING:

5.1 ACAT I, IA and II SAMPs. The following process (See Figure 3) applies:

- a. Submit SAMPs requiring SAF/AQ or higher approval to the cognizant PEO Action Officer (AO) or to the cognizant Program Element Monitor (PEM) for non-PEO programs. Provide an electronic copy to facilitate changes.
- b. Upon receipt of the SAMP, the PEO AO (or PEM) will consult with the SM to determine if additional IPT meetings are required prior to SAMP coordination. If necessary, the PEO AO (or PEM) will assist the SM in organizing a SAMP IPT. The Single Manager or designee will lead the SAMP IPT (see paragraph 4.0). The SAMP IPT will identify and resolve acquisition strategy and management plan issues, refining the SAMP as necessary to reach consensus. If necessary, the revised SAMP will be signed by the Single Manager and either the PEO or DAC, as applicable. Any issues not resolved by the SAMP IPT will be clearly identified and submitted to SAF/AQ for resolution.
- c. After completion of the SAMP IPT process, the PEO AO (or PEM) will enter the signed (SM and PEO or DAC signatures) SAMP in the formal staffing process and ensure all necessary coordinations and signatures are obtained. The PEO AO (or PEM) will submit the completed SAMP under a Staff Summary Sheet (SSS) to obtain the approval authority's signature (paragraph 7.2). When submitted for SAF/AQC coordination, SAF/AQCK will accomplish a final check to ensure the SAMP incorporates the proper business, contract, and competition strategies, and will enter the document into the Regulatory Contracting Approvals Tracking System (RCATS). The SSS should include highlights of the management and acquisition strategies and a program overview, and should identify any waivers, deviations,

certifications, and/or approvals being sought. Additionally, the SSS should highlight key issues raised during the SAMP IPT process and their disposition.

d. Upon receipt of at least the minimum signatures required, the PEO AO (or PEM) will submit the coordinated staff summary package to SAF/AQ for approval. After SAF/AQ approval, the PEO AO (or PEM) will provide a copy of the approved SAMP to the cognizant SAF/AQCK AO to update RCATS. If OSD-level approval is required, the PEO AO (or PEM) will submit a copy of the approved SAMP to SAF/AQCK after OSD approval.

5.2 ACAT III SAMPs. Generally, the Milestone Decision Authority will be final approval for ACAT III SAMPs. However, ACAT III SAMPs **that exceed the PEO/DAC acquisition plan approval threshold (AFFARS 5307.104-90)** will be forwarded to the PEO AO (or PEM) for processing and SAF/AQ approval in accordance with the procedures outlined in paragraph 5.1.

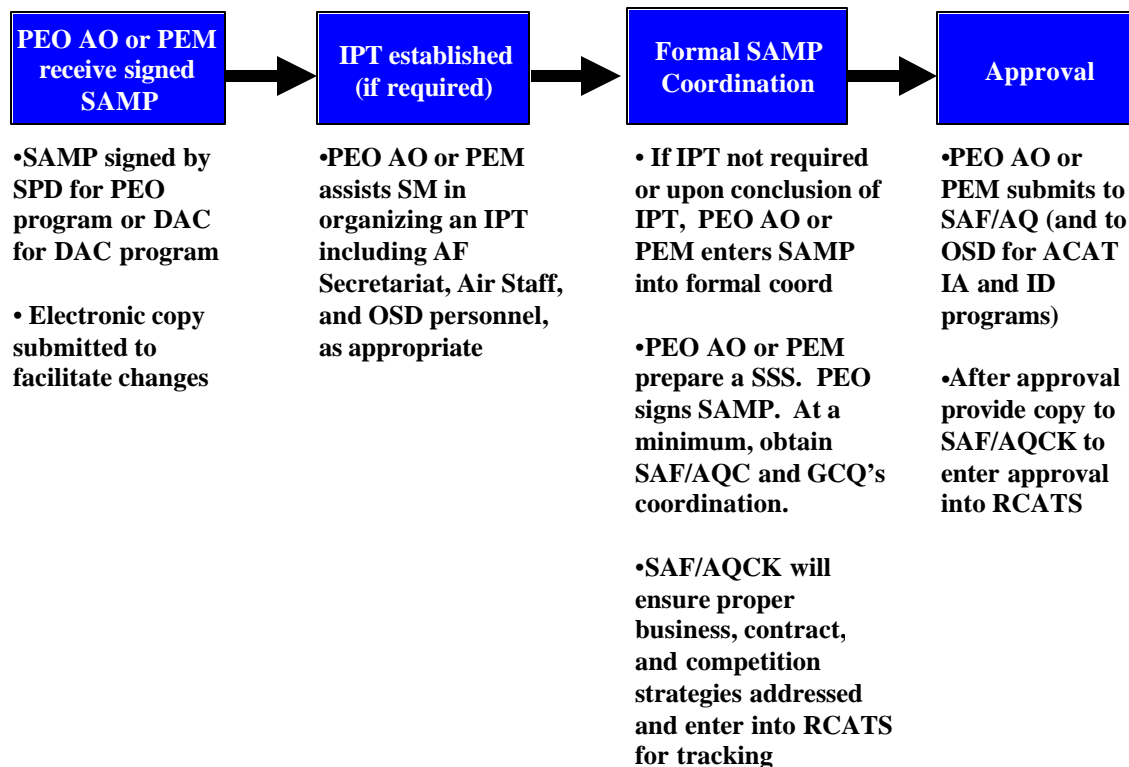


Figure 3 - Air Force SAMP Processing

5.3 Regulatory Contracting Approval (RCA) Documents.

a. RCAs are additional Secretariat approvals required for a variety of situations. These include, but are not limited to: Indemnification Requests, Special Termination Cost Clause Approvals, Source Selection Delegation Requests, Source Selection Plans, Fixed Price Determinations, Organizational Conflict of Interest Waivers, Truth In Negotiations Act Waivers, and Justification and Approvals. A program may need one or more RCAs concurrent with the SAMP approval in order to implement its acquisition strategy.

b. Approval of some RCAs is dictated by statute and is often above SAF/AQ. Use of a SAMP does not change the preparation and submittal of the various RCAs. As a convenience to the program office, the SM can elect to submit the RCA along with the SAMP for parallel processing. The approving official's awareness of the overall management strategy embodied in the SAMP will usually hasten the coordination and approval process of the RCA if processed in parallel.

6.0 SOLICITATION RELEASE: The guidance provided in this section is limited only to the relation between SAMP approval and solicitation release. Other approvals (e.g., approval of the source selection plan in a competitive acquisition) may also be required prior to solicitation release. Ensure you consult all current guidance prior to releasing your solicitation.

6.1 ACAT IAM and ID. For ACAT IAM or ID programs, the requirements in DoD 5000.2-R, para 2.1.2 must be met to obtain MDA approval to release the solicitation. On an exception basis, the MDA may waive this requirement and authorize entering into negotiations before acquisition strategy approval.

6.2 ACAT IAC, IC, II, III (see paragraph 5.2) and Other High Interest Programs. Solicitation release can be authorized when the MDA approves the acquisition strategy. This may occur at the conclusion of an Acquisition Strategy Panel, when SAF/AQCK sends a solicitation release letter to the PEO/DAC upon initial review of a SAMP, or upon approval of the SAMP. When ASP Chairmanship authority has been delegated below SAF/AQ, the Principal Deputy Assistant Secretary of the Air Force, Acquisition and Management (PDASAF (A&M)) retains solicitation release authority. (Note: Delegation of ASP Chairmanship does not automatically include delegation of MDA authority. These are two separate and distinct responsibilities that should not be confused.)

a. Acquisition Strategy Panel (ASP) authorization. When the MDA authorizes release of the solicitation at the ASP, the SM must document this authorization in the ASP minutes. Additionally, MDA approval must be documented in the final SAMP. If the MDA decides to approve release of the solicitation subject to completion of ASP action items, but prior to SAMP approval, the cognizant PEO/DAC shall submit a copy of the ASP minutes, which will include the action item resolutions, to SAF/AQCK. SAF/AQCK will then prepare a solicitation release letter.

b. Solicitation Release Letter. If solicitation release is not requested or granted at an ASP, upon the PEO/DAC initial review and signature on the SAMP, SAF/AQCK shall send the

PEO/DAC and program office written authorization to release the solicitation on or before the 15th calendar day after SAF/AQCK receives the SAMP. The contracting office may release the solicitation on or after the specified date, unless directed otherwise by the PEO/DAC or SAF/AQ. If necessary, SAF/AQCK shall verbally communicate SAF/AQ direction to the PEO/DAC to stop release of the solicitation followed up by written cancellation or amendment of the authorization. In this case, the contracting officer shall not release the solicitation until the revised release date provided in the amendment or SAMP approval, as specified. After the solicitation is issued, negotiations shall not commence until the SAMP is approved.

7.0 COORDINATION AND APPROVAL: Upon receipt of the SAMP from the program office, the PEO AO (or PEM) will coordinate the SAMP through the proper offices and prepare the SAMP for final approval.

7.1 Coordination Procedures. The SAMP IPT recommends which offices coordinate on the final SAMP package. All signature agencies should be represented on the SAMP IPT to ensure early involvement and thus minimize coordination time during the coordination phase. Signature agencies should be identified early in the acquisition planning process to ensure their participation is obtained. When determining who should participate on the SAMP IPT, take into account the context of the acquisition, the content of the SAMP, and the level of involvement of the stakeholder. Remember that the intent of the SAMP is to provide an integrated management approach to a program, and that the input from one functional area will likely impact other areas.

a. As a minimum, coordination should occur through the following “local” offices prior to submitting the SAMP to the PEO AO or PEM: the Competition Advocate, the Procuring Contracting Officer, the Judge Advocate’s office, the Small Business Office, and the Logistics office. Additionally, depending on the type of program, signature is required from the Buying Office Contracting Official or Senior Center Contracting Official, the System Program Director, and the DAC as appropriate. Refer to AFFARS 5307.104-90 for further guidance on the minimum signatures that must actually appear on the SAMP.

b. Once the SAMP has been coordinated through all local organizations, the Single Manager shall sign the document and forward it to the PEO AO or PEM under a staff summary sheet highlighting issues that were raised during local coordination and their disposition. Signature by the SM indicates that offices that participated on the SAMP IPT concur with the SAMP’s content.

c. The PEO AO or PEM will then route the package through the HQ-level offices required prior to submitting the SAMP for approval. As a minimum, they will ensure the SAMP is coordinated on and signed by the using MAJCOM/DR (this may be accomplished by the program office if more convenient), the PEO (if a PEO program), the Air Force Directorate of Maintenance (AF/ILM), and SAF/GCQ. Representatives from any outside offices or agencies, as well as other HQ level IPT members should also be included as necessary for joint programs. SAF/AQC will review and coordinate on the SAMP to indicate concurrence with the overall business strategy embodied within the SAMP, and also as the Air Force Competition Advocate General. SAF/FMBI may be requested to coordinate on ACAT I and II SAMPs.

d. The procedures discussed thus far apply to all SAMPs regardless of program category. When coordinating SAMPs for ACAT IC, II, or III programs, the coordination process is done and you are now ready to submit the SAMP to the PDASAF(A&M) for approval (covered in para 7.2).

e. For ACAT IAC, IAM and ID programs, the PDASAF(A&M) will coordinate on the staff summary package prior to forwarding the SAMP to the ASAF(A) for signature. Note that for ACAT IAM and IAC programs, the PDASAF(BIM) should also coordinate on the staff summary package.

f. For ACAT IAM and ID SAMPs, ASAF(A) will sign the SAMP prior to forwarding it to OSD(AT&L) or ASD(C3I) respectively.

7.2 Approval Procedures. Since the SAMP meets the intent of multiple statutory requirements, specific approval signatures are required. The *minimum* required approval signatures are indicated in Table 1. Depending on the decisions requested or the statutory information provided, additional approval signatures may be necessary.

Table 1. SAMP Approval Signatures

Approval Authority*	Acquisition Category					
	ID	IAM	IAC	IC	II	III
USD (AT&L)	X**					
ASD (C3I)		X***				
ASAF(A)			X			
PDASAF (A&M) ****				X	X	X

* USD (AT&L) - Under Secretary of Defense, Acquisition, Technology, and Logistics
 ASD (C3I) - Assistant Secretary of Defense, Command, Control, Communications, and Intelligence
 ASAF (A) - Assistant Secretary of the Air Force, Acquisition
 PDASAF (A&M) - Principal Deputy Assistant Secretary of the Air Force, Acquisition and Management

** USD (AT&L), as the milestone decision authority, will approve the acquisition strategy only.

*** ASC (C3I), as the milestone decision authority, will approve the acquisition strategy only.

**** PDASAF(A&M) is SAMP approval authority for ACAT IC and II, and for ACAT III programs over \$500M (see paragraph 5.2). See Paragraph 7.3 for delegation procedures.

a. A number of acquisition decisions and approvals have been delegated to the various levels of acquisition executives. The SAMP will take advantage of this by using an “incremental” approval process. As each of the SAMP approval signatures is obtained, the SM will be authorized to implement the decisions appropriate for that signature level. Conversely, the various SAMP approval officials can *only* approve those portions of the SAMP within their delegated authority. For example, DOT&E signature on the SAMP only represents approval of the test strategy and approach for the program. DOT&E does not have the authority to approve an acquisition strategy or a program management strategy.

b. Approval shall be indicated by presence on the SAMP of the typed name, title, and signature of the approving individual, and the date on which the signature was affixed. If an individual is approving only a portion of the SAMP, indicate that specific portion next to the approving official’s signature block.

1. For ACAT ID programs, the USD (AT&L) will approve the acquisition strategy set forth in the SAMP in accordance with DoD 5000.2-R. A brief disclaimer should appear with the OSD (AT&L) signature indicating that the signature provides approval of the acquisition strategy *only*. The same process applies to ASD (C3I) approval of the acquisition strategy for ACAT IAM programs.

2. If the TEMP is incorporated into the SAMP for ACAT I and II programs, selected ACAT IAM programs, and other designated programs, AF/TE, AFOTEC/CC, and DOT&E approval of the testing approach is required. A brief disclaimer should appear with the signature of the approving official from the Test community indicating that the signature provides approval of the testing strategy *only*.

7.3 Delegation Procedures. SAF/AQ shall approve initial SAMPs for all ACAT IAC (ASAF(A)), IC, and II programs, and ACAT III programs over \$500M (PDASAF (A&M)). Subsequent changes or annexes to approved SAMPs may be delegated by SAF/AQ to the PEO or DAC as follows:

a. ACAT IAC, IC , II and III changes and annexes over \$500M may be delegated on a case-by-case basis. ACAT IAC, IC, II and III changes and annexes less than \$500M may be delegated categorically.

b. It is imperative that all necessary methods are implemented to streamline the processing and approval of SAMPs, SAMP changes, and annexes, while at the same time keeping the appropriate stakeholders involved in the approval process. Below is an example of a delegation request for a PEO/DAC Non Information Technology Program.

Approval of this SAMP also delegates the authority for approval of SAMP annexes and changes. This authority does not include approval for delegation of J&As or any other acquisition document (e.g., TEMP) that requires separate approval. Delegation of annex approval authority may be withdrawn at any time by the original SAMP approval authority.

8.0 SAMP FORMAT: Paragraphs 8.2 through 8.10 contain the **prescribed SAMP format** and some general statements and questions you should consider when preparing your SAMP. At a minimum, you must comply with the requirements for documenting the acquisition plan as described in FAR 7.105, as supplemented. The content will be a direct result of the unique circumstances of your program and the membership of your SAMP IPT. ***NOTE: The bold highlighted questions must be answered in order to meet statutory requirements. The source documents and statutory citation are included in parentheses. If the required statutory information identified below is not included in the SAMP, it is likely the traditional documentation included in the citation will be required.*** With the exception of Special Access Program SAMPs that are submitted through the appropriate channels, the entire SAMP content should remain unclassified and also free of any source selection sensitive information. Incorporate classified or source selection sensitive information by reference.

8.1 Traditional Acquisition Documents. The final conclusions, recommendations, or summary of the following documents should be incorporated into the SAMP where appropriate. The reader of the SAMP should be advised to view the reference document if additional detail is required. Refer to DODI 5000.2, Enclosure 3, for a complete listing of statutory and regulatory Information requirements.

- Acquisition Program Baseline (APB)
- Analysis of Alternatives (AOA)
- Cost Analysis Requirements Description (CARD)
- Life Cycle Cost Estimates (LCCE)
- Manpower Estimate Reports (MER)
- Mission Need Statement (MNS)
- Modeling & Simulation Support Plan
- Operational Requirements Document (ORD)
- Source of Repair Assignment Process (SORAP) Package
- System Threat Analysis (STA)
- Source Selection Plan (SSP)
- Test and Evaluation Master Plan (TEMP)
- C4I Support Plan (C4ISP)

8.2 Executive Summary: Briefly discuss the program objectives and the expected decisions this SAMP supports.

What need is this acquisition program intended to meet?

What decisions are being sought (milestone review, full rate production, acquisition approach, etc.)?

What waivers, deviations, or certifications are necessary for the successful execution of your program? Which are included in this SAMP? (The detailed rationale for these waivers, deviations, or certifications included in this SAMP must be discussed elsewhere in the appropriate section). What approvals or authorizations are required?

8.3 Mission/ Requirement: Describe the unclassified mission need, desired warfighting capabilities, threat assessment, and concept of operations. Any classified information should be incorporated by reference.

Identify the authoritative source documents (e.g., MNS, ORD, APB, PMD)

What is the expected operational mission of this program?

What is the user's concept of operations and support concept for this program?

Provide a summary description of the requirement.

What threat is this system expected to counter?

What capabilities or operational concepts will this support? (This is significant if the threat is not well defined.)

What are the key operational requirements for this system? (For complete weapon systems, these are usually the Key Performance Parameters in the ORD.)

Have you identified your interoperability requirements (to include appropriate International Standards Agreements) and how are you addressing them?

8.4 Program Summary: Describe the program background, summary schedule, interfaces with other programs, and joint service involvement if applicable.

What is the relevant history of this program?

Are there any related programs?

Are there any other programs dependent on the success of this program? What is the nature of this dependency?

What alternative solutions were considered? (Use the AOA for reference.)

Are there any unique program circumstances?

What are the top-level program milestones and schedule events?

Discuss the different acquisition phases.

For each phase:

What is to be accomplished?

What are the exit criteria?

Are there other products?

What is the concurrency among phases?

How will this program meet the user's needs and operational employment concept?

Is this a joint program?

Are there any opportunities for allied participation in the program? (Cooperative Opportunities Document, 10 U.S.C. 2350a)

8.5 Program Management: In this section, discuss the planned management philosophies and organizational roles and responsibilities. Include in your discussion the following areas: management information systems, requirements flow, and cooperative opportunities.

Who are the primary stakeholders?

How will you manage this program?

Is this a New Start program? If so, **has the appropriate Congressional notification occurred?** (SAF/FMBI New Start Homepage <http://www.saffm.hq.af.mil/>)

Will the contractor be involved in Program IPTs? How?

What acquisition reform initiatives can you incorporate on this program that will result in either program cost savings, improved schedule delivery to the user, or enhanced technical performance.

Explain how Total System Performance Responsibility (TSPR) is being applied.

If appropriate, how have you integrated Modeling and Simulation into your program planning activity? What is your approach to the use of Modeling and Simulation throughout the lifecycle of your program? (DOD 5000.2-R, para 2.6.7, and AFI 16-1002)

Have you complied with the requirements of the Clinger-Cohen Act of 1996 and the Information Technology Management Reform Act? (FAR -- Part 39 Acquisition of Information Technology)

What is the anticipated business management relationship between (1) the program office and the contractor, and (2) the program office and other government agencies?

How will the MDA, SAE/DAE maintain an appropriate level of insight on this program? (Selected Acquisition Report/Defense Acquisition Executive Summary reporting, Monthly Acquisition Reporting, periodic reviews, etc.)

Considering your overall, technical, acquisition, and management approach, how many resources are required to manage this program? **NOTE:** This is a SAF/AQ interest item. (Include the number of government, SETA, CAAS, and FFRDC support personnel required. A projected manning profile based upon the overall approach and program schedule should be included for government, SETA, and FFRDC support.)

What is the available funding for this program? The funding required to support the planned DT&E and OT&E programs must be separately identified. (various documents, 10 U.S.C. 139, 2431) (Include breakout by year of appropriation for all funding sources and identify support from the Working Capital Fund areas as required for Depot Maintenance or Supply Management.)

What financial reporting will be used on this program?

Does the strategy adequately consider funds management? Are there any contingent liabilities (award fee, special incentives, economic price adjustment, business base clauses, termination liability, etc.) planned? If so, are they funded?

Are all significant budget changes and resulting programmatic impacts addressed? Does the funding for the program still match program content? If not, what are the workarounds?

How are you addressing any shortfalls? **NOTE:** A SAMP prepared to support a milestone decision should not have any unresolved shortfalls.

For acquisitions of Federal Information Processing (FIP) resources with expected costs greater than \$100 million, what are the key outcome performance measures? What tracking system will be used to measure and report on selected outcome performance measures?

What type of management information systems will be used?

8.6 Business Strategy: Address the main acquisition approach, to include contract types, competition expected, source selection procedures, provisions and sources. The requirements for an acquisition plan (reference AFFARS Subpart 5307.105 and FAR 7.105) shall be used to help frame this area of your SAMP. Additional content will vary depending on the nature, circumstances, and stage of the acquisition.

What has been the industry involvement to date?

What is your proposed acquisition approach? (Acquisition Plan, 10 U.S.C. 2304-2306)

How did you conduct your market research? What are the results? (Acquisition Plan, 10 U.S.C. 2377)

Do you contemplate a competitive award or sole source procurement or dual source development with down-select to one production contract? If sole source, what exception to full and open competition applies? (Acquisition Plan, 10 U.S.C. 2304-2306, 15 U.S.C. 644 (a), (d), and (j); PL 100-533)

What Source Selection procedures are being utilized (AFFARS 5315.300)? (Acquisition Plan, 10 U.S.C. 2305)

What type of contract(s) is anticipated? (Acquisition Plan, 10 U.S.C. 2306)

What contract incentives are anticipated?

What have you done to maximize small business participation at both the direct award and subcontracting levels?

Have evolutionary acquisition strategy concepts been addressed (Air Force Evolutionary Acquisition Guide and AFI 63-123, Evolutionary Acquisition for C2 Systems)?

How does this acquisition approach “fit in” with any previous relevant acquisitions on this program?

Are there any special contracting considerations?

8.7 Risk Management: Describe your approach for identifying, analyzing, mitigating, tracking, and controlling performance, cost and schedule risks. The risk management program should provide for continuous risk assessment throughout each acquisition phase to highlight if and how risks have changed.

What are the key technical risk elements?

What is the associated cost and schedule risk with these elements?

Are there additional cost and/or schedule risks independent of the technical risk elements?

How are these risks being eliminated or minimized?

The following Risk Management Tools are available for your consideration in developing your Risk Assessment approach:

a. AFMC Pamphlet 63-101, titled: Risk Management, dated 9 Jul 97 (http://www.afmc-mil.wpafb.af.mil/pdl/afmc/pam/63series/063_101/63-101.pdf) provides Single Managers and their program management team a basic understanding of the terms, definitions, and processes associated with effective risk management.

b. DSMC Risk Management Guide for DoD Acquisition

http://www.dsmc.dsm.mil/pubs/gdbks/risk_management.htm available On-line).

The Risk Management Guide is designed to provide acquisition professionals and program management offices with a reference book for dealing with system acquisition risks.

8.8 Cost and Performance Management: Describe the cost management approach. Summarize the program office estimate, life-cycle cost estimate, and the estimating models used. Include a similar discussion for the technical performance estimates. Discuss how tradeoffs between cost and performance will be encouraged and the government's role in managing the trade space.

What are the technical and cost parameters you will use to manage the program? (Include objective and threshold values; Acquisition Program Baseline, 10 U.S.C. 2435; Consider including a reference to the APB or an unclassified APB as an attachment)

Identify how you will manage tradeoffs between cost and performance.

What is your system engineering approach?

What is your technical approach for meeting the key performance parameters?

Have Cost As an Independent Variable (CAIV) principles been used to balance projected costs with technical parameters? How will you manage the program to achieve these objectives? (DOD 5000.1, para 4.5.2, and DOD 5000.2-R, para 1.3)

How will your program implement the Reduction in Total Ownership Costs (R-TOC) approach?

Describe the Manufacturing and Quality Management systems and how they will contribute to minimizing cost, schedule, and performance risks throughout the product life cycle.

Have the remaining program office costs been considered as the program transitions to production and sustainment?

8.9 Support Concept: This section should address the Source of Repair (SOR) and Integrated Logistics Support (ILS) approaches. A discussion of Human Systems Integration (HSI); Intelligence; Government Furnished Property; Environment, Safety, and Occupational Health (ESOH); Command, Control, Communication, Computer, and Intelligence (C4I) and Systems Security support requirements should also be included.

What is your overall support concept for this program (contractor logistics support, organic support, and flexible sustainment)? (DOD 5000.2-R, para 2.8)

Has this support concept been certified by AFMC/LG? (SAF/AQ and HQ USAF/IL memo, 14 Jun 99) (http://www.safaq.hq.af.mil/acq_pol/handymemo.pdf)

Has AFMC/LG provided input on the SOR recommendation? (AFI 63-107, Atch 3) (SAF/AQ and HQ USAF/IL memo, 31 Jan 00) (<http://www.il.hq.af.mil/ilm/ilmm/depot.html>)

How does the support concept ensure integration with other logistics support and combat support functions to provide agile and robust combat support capability?

How will the product support strategy ensure the selection of best value support providers, maximize partnering, and advocate integrated logistics chains IAW DoD product support objectives?

What government furnished property/government furnished equipment is required?

What intelligence support is required to ensure integration of threat and infrastructure data into design, development, test, operations, and sustainment?

How will manpower and spares be minimized (Agile Logistics)?

Identify and evaluate the C4I infrastructure and support requirements (DODI 5000.2, para 4.6.2.1.3, and DOD 5000.2-R, para 6.4).

What are the Reliability and Maintainability requirements? (DOD 5000.2-R, para 4.5.3.2)

Is a warranty appropriate? (FAR 46.7)

How is the program addressing the HSI domains (manpower, training, safety, personnel, health hazard, human factors engineering and survivability)?

Are there any unique HSI challenges?

What is your support strategy for integrating ESOH considerations into the systems engineering process, who is responsible for this, and how are you tracking progress in achieving this?

What is the potential for significant adverse Environmental Safety and Occupational Health (ESOH) impacts associated with the decisions to be made during the next phase? Is the National Environmental Policy Act (NEPA) applicable and the applicable documentation used to mitigate these risks? (42 U.S.C. 4321-4347)

What is the potential for significant adverse operational readiness impacts associated with ESOH laws, regulations, and Executive Orders and how do pollution prevention actions mitigate this risk? (42 U.S.C. 4321-4347)

What is the impact of this approach on national technology or industrial base? (10 U.S.C. 2440)

Identify justification for security concept that will guarantee minimum protection.

8.10 Test Approach:

Describe your anticipated approaches to contractor and government development test and evaluation, Live Fire Testing (if required), and operational test and evaluation to document the overall structure and objectives of the test program. (TEMP, 10 U.S.C. 139, 2366, 2399, 2400) Part II, Part III, Part IV and Part V of the Test and Evaluation Master Plan guidance would be appropriate in this section. Any supporting detail currently in your TEMP could be included in either the body of the SAMP or as a separate attachment.